

Option to Revise Reporting Numbers and Donation Amounts for Completed Pledges

There is one way to change a completed pledge and that is to go back into Manage system and develop a new pledge. Once you complete the new pledge the old pledge will be over-written with the new one. There can only be one electronic submission per person.

Reporting Number: If you want to keep the amount of the old pledge, stay with the same amounts you had before as you develop the new pledge. When you get to donor information, type in the first six digits of your LO (NMFS...402380, NOS...402390, NWS...402400, NESDIS...402410, and OAR...402420) and you will see a drop-down menu for your LO. Hold your mouse over the office you want to get credit for the donation, and click.

Updating Amounts/Charities: You can change the amounts of donations and the charities you want the donations to go to. Just remember that you have to “complete” the new pledge which will override the old pledge.